

INSTRUCTIONS

If you are using this CHANGE CARD for address change only, broker signature is not required.

Transferring From One Principal Broker To Another:

- Both the "old" Principal Broker from whom you are transferring and you (the Salesagent/Associate Broker) must sign and date the left side of the CHANGE CARD. From that date forward, you are no longer eligible to conduct real estate transactions until you have affiliated with another Principal Broker.
- The "old" Principal Broker from whom you are transferring retains a copy of this card for his/her records
- The "old" Principal Broker must also give you your wall license.
- Both the "new" Principal Broker to whom you are transferring and you (the Salesagent/Associate Broker) must sign and date the right side of the CHANGE CARD.
- The "new" Principal Broker retains a copy of the CHANGE CARD for his/her records.
- The "new" Principal Broker takes possession of and retains your wall license.
- Mail or deliver the primary copy of the CHANGE CARD to the Division of Real Estate within **five working days**. Retain a copy for your records. **It is mandatory that the Division receive the original signed copy – no faxes or photocopies.**
- The official date of the change is the date the completed change card (plus fees and other requirements, if any) is received at the Division.

Terminating But Not Affiliating With Another Broker (terminating/inactivating):

Complete a., b., and c. In addition:

- Sign and date the right side of the CHANGE CARD and check the "inactive" box.
- Mail or deliver the original copy of the CHANGE CARD to the Division of Real Estate within five working days. Your license will then be maintained on our files as 'inactive' until you again affiliate with a Principal Broker. Retain a copy for your records.
- Be sure to keep your wall license in a safe place until you 'activate' or until you renew, because you will need to give it to your principal/branch broker.

Activating from Inactive Status:

Complete d., e., g., and h. In addition:

- Submit appropriate fee (and required education, if any).
- Take your wall license to your new Principal/Branch Broker.

***IF THE PRINCIPAL BROKER, ASSOCIATE BROKER, OR SALESAGENT IS NOT AVAILABLE TO PROPERLY EXECUTE THIS CHANGE CARD THE CHANGE MAY STILL BE MADE PROVIDED A CERTIFIED LETTER ADVISING OF THE CHANGE IS MAILED TO THE LAST KNOWN ADDRESS OF THE UNAVAILABLE LICENSEE. A COPY OF THE LETTER MUST BE ATTACHED TO THE CHANGE CARD ALONG WITH A COPY OF THE STAMPED CERTIFIED POSTAL RECEIPT WHEN IT IS SUBMITTED TO THE DIVISION OF REAL ESTATE.**



State of Utah
DEPARTMENT OF COMMERCE
DIVISION OF REAL ESTATE
160 East 300 South
Box 146711
Salt Lake City, Utah 84114-6711

DIVISION OF REAL ESTATE CHANGE CARD

Print a copy of this form for each of the following entities:

- ✓ Division of Real Estate
- ✓ Licensee
- ✓ New Broker
- ✓ Terminating Broker

CHANGE FROM:

CHANGE TO:

Name of Licensee		<input type="checkbox"/> Salesagent <input type="checkbox"/> Assoc. Broker <input type="checkbox"/> Branch Broker <input type="checkbox"/> Princ. Broker <input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Address	Name of Licensee		<input type="checkbox"/> Salesagent <input type="checkbox"/> Assoc. Broker <input type="checkbox"/> Branch Broker <input type="checkbox"/> Princ. Broker <input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Address
Social Security Number			Social Security Number		
Home Address			Home Address		
City	State Zip		City	State Zip	
Phone (H) Phone (W)		Phone (H) Phone (W)			
Name of Company Company #		Name of Company Company #			
Principal/Branch Broker S. S. Number		Principal/Branch Broker S. S. Number			
Signature of Principal/Branch Broker Date		Signature of Principal/Branch Broker Date			
Signature of Licensee Date		Signature of Licensee Date			